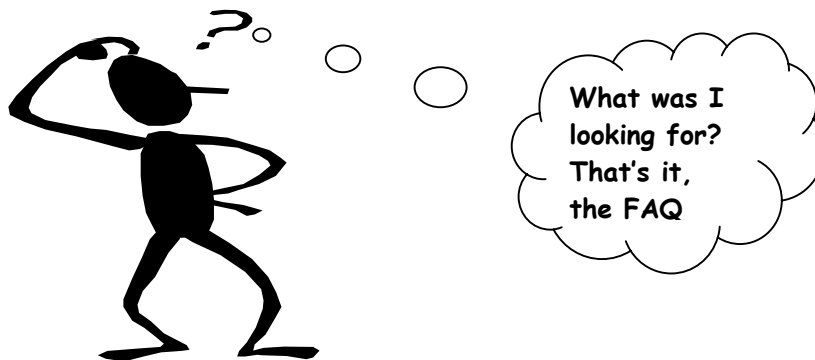


## STATE PROCUREMENT OFFICE ? FREQUENTLY ASKED QUESTIONS ?



### ***How do I register my business in Hawaii?***

All domestic and foreign corporations, partnerships, limited liability companies, and limited liability partnerships are required to register with the Department of Commerce and Consumer Affairs, Business Registration Division ([BREG](#)). A "Certificate of Good Standing" is required from the BREG for an award of a state or county contract. (Reference: Section 3-122-112, HAR)

### ***Is the State of Hawaii centralized in its procurements?***

No. Hawaii is organized under the Hawaii Public Procurement Code, Chapter 103D, Hawaii Revised Statutes (HRS), for procurements of goods/services/construction, and Chapter 103F, HRS, for purchases of health and human services. The Procurement Policy Board has the authority to adopt Hawaii Administrative Rules (HAR) for all procurements, and designated **chief procurement officers** (CPO) serve as the central procurement officer for its jurisdictions. There are currently seventeen CPOs for the various jurisdictions, including the counties. Numerous procurements are conducted each year, and the CPO may not personally conduct each and every procurement. A **procurement officer** has the delegated authority from the CPO to conduct a particular procurement or all procurements for units within a jurisdiction, such as a department or division. The University of Hawaii and Hawaii Health Systems Corporation are statutorily exempt from the procurement code.

The Administrator of the State Procurement Office (SPO) is the CPO for the Executive Branch departments, providing support for the procurement of goods and services to the various departments. The SPO also serves as the central point for the distribution of procurement circulars, guidance, and directives to all jurisdictions.

### ***How do I register to become a bidder/vendor with the State of Hawaii?***

The SPO currently does not maintain a bidders list. Procurements for goods/services/construction \$25,000 and over must be advertised. Information on these advertised procurements are available for public viewing (see "[Where can I find bid information](#)" below).

### ***But I know someone who said they registered with SPO. How can that be?***

There is a registration process for service providers who anticipate responding to a Request for Proposals (RFP) for health and human services pursuant to Chapter 103F, HRS. The purpose of the registration process for these service providers is to verify potential applicants' business standing and to disclose the state's contracting requirements. This is not a bidders list. The form ([SPO-H 100A](#)) and instructions are available on the SPO website, in the Procurement of Health and Human Services section.

### ***How are procurements under \$25,000 handled?***

Expenditures less than \$25,000 follow small purchase procedures, which requires adequate and reasonable competition by soliciting a minimum of three quotes. These procurements are usually delegated by the chief procurement officer to various purchasing agencies within its jurisdiction.

### ***Where do I find procurement notices for bids or request for proposals?***

[Procurement notices](#) are posted on the Internet, and contain information on goods, services, construction, and health and human services procurements, where to obtain a copy of the solicitation documents, and the release and due dates.

***How do I obtain a contract with the state? Who should I contact?***

As stated in the above response, each chief procurement officer is the central procurement officer for its respective jurisdiction, and depending on the goods or services your company provides, contact should be made with the applicable purchasing agency. The contracts list on the SPO webpage are for goods or services that are cooperatively purchased with the various jurisdictions, and SPO the lead agency. The listing of construction and repair & maintenance contracts are also available.

***What is the purpose of WSCA?***

The Western States Contracting Alliance ([WSCA](#)) is comprised of 15 western states, Hawaii is a participating member, whose purpose is to achieve price discounts by combining the requirements of multi-state governmental agencies for cost effective and efficient acquisition of quality products and services. More information on this organization is available at <http://www.aboutwsca.org/>.

***Is there a listing of goods or services the State purchases?***

The [SPO](#) webpage contains a listing of commonly purchased goods and services available through price list, vendor list, and the Western States Contracting Alliance (WSCA) contracts issued by the SPO for use by the various jurisdictions. This is not an exclusive list of goods or services the State purchases.

The listing of [contracts for health and human services](#) and the [Report of Planned Purchases for Health and Human Services](#) for the various State agencies, are available on the SPO website in the Procurement of Health and Human Services section.

***How do I get on the Treatment List?***

The treatment list of qualified private providers is annually solicited in accordance with Chapter 103F, HRS, for health and human services procurements. You can sign up to be notified of the next solicitation at <http://www2.hawaii.gov/spoh/SPOTreatmentSolicitation.htm>. There is also an SPO mailing list for providers of health and human services to which you can subscribe at <http://maillist.hawaii.gov/mailman/listinfo/provider> to receive information on the procurement of health and human services.

***What is the difference between a Price List (PL) and Vendor List (VL)?***

A price list is a group of common items or services competitively bid to set the prices contractually for a specified time period. A vendor awarded a price list contract is obligated to provide the specified goods or services, at the contracted price and terms, to all purchasing agencies committed to the contract.

A vendor list is comprised of qualified vendors that were competitively solicited to provide specified goods and/or services (i.e. Copiers and Facsimile Equipment, WSCA Computer Equipment and Services, etc.) for a specified period and usually at discount rates from a vendor's established catalog or product lists.

***Where on-line may I view chapters 103D & 103F, HRS?***

The Hawaii Revised Statutes are accessible through the SPO homepage, which has a link to the Legislative Reference Bureau website. Click on the applicable chapter to view the complete set of statutes.

***Where are the administrative rules located?***

The Hawaii Administrative Rules (HAR) on procurement are available on the SPO website. Click on the applicable chapter (103D or 103F), to view the complete set of rules.

***Can surplus property be given away to non-profits or schools?***

Surplus property is available to eligible participants (educational, health and human services organizations) through the Surplus Property Management program. A service and handling charge is assessed to a recipient for any item acquired from the program. For additional information on this program, contact the Surplus Property Management manager at 808 831-6757.

State property, after offering excess state property to other state agencies (Excess State Property List), may be donated to non-profit tax-exempt charitable organizations, after an approved disposal application

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is obtained from the agency with the state property. For additional information on this program contact the Inventory Management manager at 808 831-6756.

***Where can I find State Procurement Office forms?***

All SPO forms are located at <http://www.spo.hawaii.gov/> . Click on "Procurement of Goods, Services, & Construction- Chapter 103D, HRS", or click on "Procurement Of Health and Human Services, Chapter 103F", for forms relating to the appropriate chapter.

***I have more questions, where can I get answers?***

Please call the State Procurement Office at 808 587-4700 for further assistance.